

SECRET

P- 69-0844

Executive Registry
69-4137

7 August 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 July 1969

1. The workload for July 1969 and the first month of FY 1970 was 66,572 items, 2% greater than July last year.

2. As of 31 July we are five persons short of our T/O. The personnel picture in the Cable Secretariat has improved and we understand that it will continue to improve. We thank you and the Office of Personnel for all your help.

25X1A

25X1A

25X1A

3. On 1 July, [REDACTED] inspected the [REDACTED] emergency facilities. Particular attention was given to a high speed non-impact printer employing an ink-spray technique to produce printed copy. This type of silent printer is being studied for possible use with State Department traffic on the terminal located in the Cable Secretariat. The use of such a printer to prepare offset masters might pose a problem, but we are hopeful that we can convert this terminal and perhaps many if not all other terminals to paper, and utilize high speed Xerox copiers to prepare offset masters and/or paper copies, as discussed in paragraph five.

4. The Auerbach Corporation, computer systems consultants, presented their "Cost and Sizing" report on ACT on 17 July 1969. The report is presently being studied by the Office of Communications.

25X1A

5. [REDACTED] and I, on 18 July 1969, visited StaffCom, Department of Army, to inspect their reproduction system which utilizes a combination of high speed Xerox and offset equipment which may have some application in our system. On the same day we visited the Xerox Corporation and were presented with a study prepared by them at our request showing the practicality of using high speed Xerox copiers to replace offset reproduction equipment. We are studying Xerox as a means of improving our reproduction facilities. In this connection, arrangements have been made to visit with [REDACTED] PSD,

25X1A

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020033-3

the Xerox research facilities in Rochester during October. High on our list of objectives is a reproduction system enabling us eventually to do our job without using offset equipment at all, while improving the rate of production and the uniform quality of the copies distributed, particularly INTEL reports. Our objection to offset reproduction is our inability to keep our machines serviced and operable at all times and our inability to obtain uniformly acceptable quality copies suitable for distribution and microfilming.

25X1A

6. During the month, [REDACTED] of the Audit Staff reviewed the Cable Secretariat's financial controls, procedures, and obligation records, advances, property, and expenditures. She found everything in good order except that there was no record of my having been designated authority to expend funds. This has been remedied.

7. Attached is a chart showing our production for past years and projecting our workload and T/O needs through FY 75. Our cost per item completed rose this past FY. Nearly half of the increased cost was directly due to the pay raise.

[REDACTED]

25X1A

Cable Secretary

Attachment

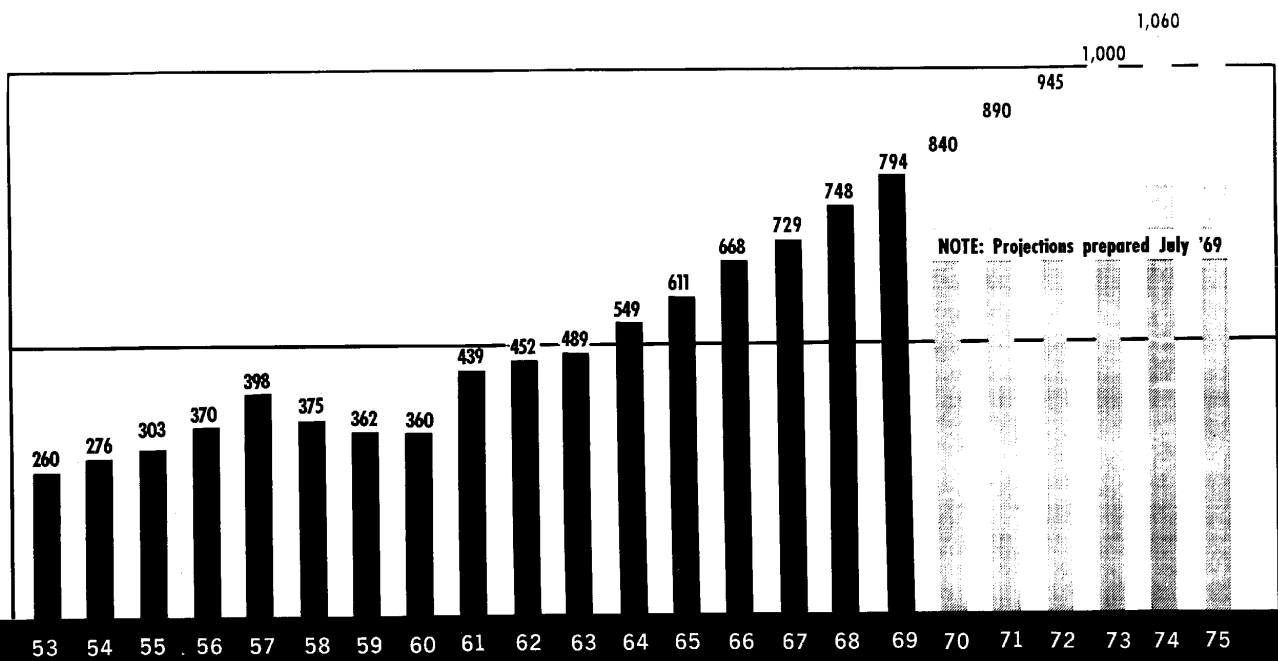
a/s

~~SECRET~~

Cables
1,000,000

500,000

25X1A



Fiscal Year

\$ cost per cable

Percent change in production
over previous year

25X1A

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020033-3

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020033-3